



## **Staff Report**

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### **INFORMATION REPORT ON THE PURCHASE AND INSTALLATION OF THREE STATIONARY CAMERAS IN THE AMOUNT OF \$18,621 IN COUNCIL CHAMBERS**

Honorable Mayor and Council Members:

#### **Summary**

At this time adequate funding is available to purchase three stationary cameras and installation services for the Council Chambers. This will eliminate the need for contract camera personnel to be present at each City Council meeting that is being broadcast, which is a cost savings to the City. It also eliminates the need for camera equipment being placed on tripods on the Council Chambers floor.

#### **Background and Discussion**

In 2004, a contract was awarded to VMI Inc. for installation of basic audio visual equipment in the Council Chambers. This installation was part of the City Hall retrofit and construction of the new Council Chambers. At the time of the installation of the initial equipment, VMI installed the hardware infrastructure to allow for the addition of stationary cameras when funding became available.

A quote has been provided by VMI that includes the labor as well as hardware costs. Staff conducted additional research for hardware costs and found that VMI provided the most competitive pricing and will also warranty and support the hardware that they supply.

VMI Inc. was selected based on the following criteria:

- Experience, detailed knowledge and support of currently installed equipment
- Services have been satisfactory and thorough
- Local vendor

The dollar amount in this report covers the total cost of the hardware as well as the installation labor.

#### **General Plan/Vision Statement**

No impact.

**Fiscal Impact**

This funding is available through a Comcast grant for PEG broadcasting equipment negotiated in the last franchise agreement with the City of Belmont. The total cost of this of this installation is not to exceed \$18,621. The proposed recommendation is consistent and covered within the Adopted FY 2007 budget. Funding is adequate in Account #312-4192-9040.

**Public Contact**

Posting of City Council agenda.

**Recommendation**

It is recommended that the City Council concur with the purchase of three stationary cameras and installation not to exceed \$18,621.

**Alternatives**

1. Deny recommended purchase.
2. Refer matter back to staff for more information, or additional options.

**Attachments**

- A. None

Respectfully submitted,

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Valerie Harnish  
Information Services Manager

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Jack R. Crist  
City Manager

**Staff Contact:**

Valerie Harnish, Information Services Manager  
650.637.2970  
[Valerie@belmont.gov](mailto:Valerie@belmont.gov)